

GARIS PANDUAN PENGUNAAN PERISIAN TURNITIN PERPUSTAKAAN UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH VERSI 2 (2023)

(Kemaskini pada : 3 April 2023)

Disediakan oleh :

Unit Pendidikan & Penyelidikan
Bahagian Perkhidmatan Pengguna



GARIS PANDUAN PENGGUNAAN PERISIAN TURNITIN

PERPUSTAKAAN UNIVERSITI MALAYSIA PAHANG

AL-SULTAN ABDULLAH

VERSI 2 (2023)

PENGENALAN

Turnitin merupakan perisian berasaskan laman web yang dapat membantu pensyarah untuk menyemak kadar persamaan dalam rujukan dan penghasilan sesebuah tugas. Perisian ini amat membantu pengguna dari segi:

1. Mencegah plagiat dalam penulisan
2. Membantu meningkatkan teknik penulisan
3. Membantu menggalakkan pemikiran kritis
4. Membantu memudahkan pemberian gred penulisan

Perpustakaan sebagai penyedia perkhidmatan telah melanggan perisian ini. Penggunaannya berdasarkan jumlah langganan lesen yang perlu diperbaharui secara tahunan iaitu sebanyak **3000 lesen sahaja**. Perisian ini boleh diakses secara dalam talian melalui **<https://www.turnitin.com/>**. Perisian ini diberikan secara percuma kepada pengguna yang berkecuali. Untuk mengguna pakai perisian ini, para pengguna adalah tertakluk kepada peraturan penggunaan seperti di bawah.

Glosari:

Instructor merujuk kepada staf UMPSA (akademik dan bukan akademik)

Pentadbir Turnitin merujuk kepada pustakawan di Unit Pendidikan & Penyelidikan, Perpustakaan UMPSA.

SYARAT-SYARAT PENGGUNAAN

1. Keutamaan penggunaan merujuk kepada staf akademik yang dikenali sebagai "*Instructor*".
2. *Instructor* akan didaftarkan menggunakan emel rasmi UMPSA sahaja. Contoh: ...@ump.edu.my . Emel selain daripada emel rasmi adalah tidak dibenarkan.
3. Pelajar dibenarkan mendaftar menggunakan satu emel (komersial/emel UMPSA) sahaja sepanjang pembelajaran di UMPSA.
4. *Instructor* baharu perlu membuat permohonan pendaftaran akaun kepada pentadbir Turnitin menggunakan borang dalam talian di pautan **<https://tinyurl.com/UMPTurnitin>**. Akaun akan didaftarkan sekali sahaja sepanjang penggunaan perisian ini.
5. *Instructor* dan pelajar yang telah mendaftar tetapi lupa kata laluan hanya perlu *reset* kata laluan.
6. *Instructor* adalah bertanggungjawab sepenuhnya kepada pelajarannya. Jika *Instructor* didapati menyalahguna perisian ini iaitu memberikan kata laluan akaun kepada pelajar, *Instructor* tersebut akan dikenakan penalti iaitu digantung daripada menggunakan perisian ini dalam tempoh 1 bulan atau dikeluarkan daripada sistem ini.
7. Bagi kelas ID yang mempunyai pendaftaran pelajar, tempoh kelas ID yang diwujudkan adalah maksimum 2 minggu. *Instructor* perlu menamatkan tempoh kelas aktif di butang "Edit" bagi kelas yang telah selesai penggunaan.
8. *Instructor* perlu memberikan maklumat *Class ID* dan *Class enrollment key* kepada pelajar.
9. Sekiranya, penggunaan telah melebihi langganan peruntukan lesen maka pengguna/ pelajar berikutnya tidak dapat membuat sebarang penghantaran dokumen untuk semakan.
10. *Instructor* juga bertanggungjawab sepenuhnya ke atas *Account Settings* dan *Class Settings* dalam perisian ini.
11. Peratusan indeks kesamaan adalah tertakluk kepada penentuan *Instructor* / fakulti / jabatan terlibat.
12. Pengguna disarankan untuk menyimpan maklumat resit dokumen yang mengandungi *Paper ID/Submission ID* bagi setiap semakan yang dibuat dalam perisian ini.
13. Permohonan pemadaman dokumen dalam sistem Turnitin hendaklah dibuat melalui akaun *Instructor* sahaja. Panduan permohonan boleh dirujuk di pautan ini **Paper Deletions**.

14. *Instructor* tidak dibenarkan mengaktifkan butang *Quick submit* kerana memberi impak kepada templat tetapan asal.
15. Akaun *Instructor* yang telah bersara/tamat kontrak/meletak jawatan daripada perkhidmatan akan dipadam oleh Pentadbir Turnitin.
16. Jika berlaku sebarang masalah, mohon hubungi Pentadbir Turnitin di emel **admin_turnitin@ump.edu.my** atau Pustakawan Unit Pendidikan & Penyelidikan, Perpustakaan UMPSA untuk penjelasan sewajarnya.
17. Segala maklumat berkaitan perisian ini seperti cara penggunaan beserta demonstrasi dalam talian boleh diperolehi melalui **Turnitin Support**.

Disediakan oleh:
Pentadbir Turnitin / Unit Pendidikan & Penyelidikan
Perpustakaan
Universiti Malaysia Pahang Al-Sultan Abdullah

Tarikh kemaskini:
3 April 2023

GUIDELINES ON USING THE LIBRARY TURNITIN SOFTWARE
LIBRARY UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH
VERSION 2 (2023)

INTRODUCTION

Turnitin is a web-based software that assists lecturers or academicians on checking the similarity index of references used and during the preparation of assignments. This tool can help user in terms of:

1. Preventing plagiarism in writing
2. Assist to improve writing techniques
3. Assist to promote critical thinking
4. Assist to facilitate the provision grade writing

As a service provider, the Library feels that Turnitin is one of the most used software within UMPSA users. The library has subscribed to Turnitin with an annual license for about 3000 users. This tool can be accessed online through <http://www.turnitin.com/>. The software is provided free of charge to qualified UMPSA users who are subject to the terms of use as below.

Glossary:

Instructor refers to UMPSA staff (academic and non-academic)

Turnitin administrator refers to librarians in the Education & Research Unit, UMPSA Library.

TERMS OF USE

1. Priorities of usage are for lecturers known as "Instructors".
2. Instructors will be registered using UMPSA official e-mail only. Example:@ump.edu.my. Other unofficial email is not allowed.
3. Students are allowed to register using only one email (commercial/UMPSA email) throughout their learning at UMPSA.
4. New Instructor must request an account to Turnitin administrator using the online form at <https://tinyurl.com/UMPTurnitin>. Account will be registered once.

5. Instructors and students who have already registered but forgotten the password just need to reset the password.
6. Instructors must be responsible to their students. If an Instructor is found to be misusing this software by sharing the password to the student, they will be suspended from using this software up to 1 month or removed from the system.
7. The created Class ID with student enrollment is allowed maximum for 2 weeks. If the submission process is finished earlier, the Instructor needs to expire the class by edit at class end date.
8. Instructors must provide Class ID and Class enrollment password to their student.
9. If the usage has exceeded the license limit, the next user/ student cannot perform any submission.
10. Instructors are also fully responsible for Account Settings and Class Settings in this software.
11. The percentage of similarity index is determined by the Instructor/faculty / department.
12. Users are advised to save the document receipt that contains the submission ID submitted in this system.
13. Requests to delete documents from the Turnitin system must be made through the Instructor account only. The application guide can be referred to this link: **Paper Deletions.**
14. Instructors are not allowed to activate the quick submit button due to the default setting.
15. Instructor accounts that have retired/terminated contracts/quit their positions from the service will be deleted by Turnitin administrators.
16. If any problems arise, please contact the Turnitin Administrator at **admin_turnitin@ump.edu.my** or the Librarian of the Education & Research Unit, UMPSA Library for appropriate explanations.
17. All relevant information such as how to use these tools and online demonstration can be obtained through **Turnitin Support.**

Prepared by:

Turnitin Administrator / Education & Research Unit
Library, Universiti Malaysia Pahang Al-Sultan Abdullah

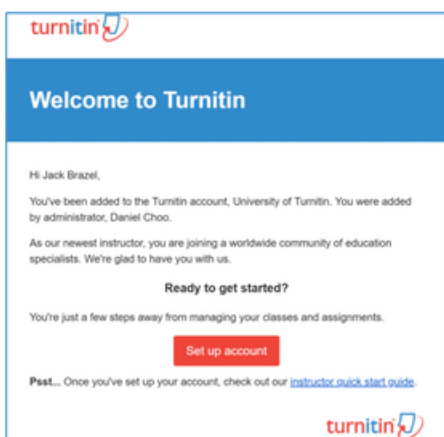
Date updated: 3 April 2023

GETTING STARTED (FOR INSTRUCTORS ONLY)

1. Setting Up New Account (one-time only)	3. Create Assignment
2. Create Class	4. Submit Paper

1 SETTING UP NEW ACCOUNT (ONE-TIME ONLY)

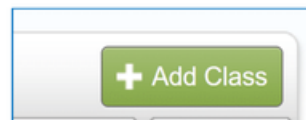
1. For NEW instructors: your new Turnitin account can only be added/registered by the institution's Turnitin Account Administrator.
2. For registration, there are three required pieces of information you must supply to the account administrator:
 - First Name
 - Last Name
 - Email Address
3. When an instructor is added, a confirmation email is sent to the email address provided for the instructor with the subject line 'Set up your Turnitin account'.



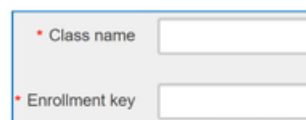
4. Click the **Set Up Account** button from your Turnitin welcome email.
5. From the Account Setup page, enter your **Email Address** and **Last Name**.
6. Turnitin will send you another email to validate your account, with the subject: 'Create your Turnitin Account'.
7. Follow the instructions in the email to finish setting up your Turnitin account with a new login password.

2 CREATE CLASS

1. Click **Add Class** button on your homepage.

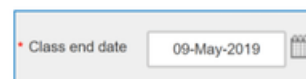


2. Enter a class name and enrolment key for the class.

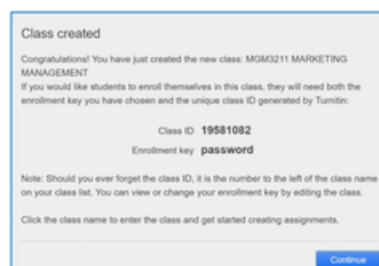

NOTE:

The enrolment key is the password your students will use to enrol in your class. Pick a password that is easy for your students to remember.

3. Use the calendar to set the class end date.



4. Click **Submit** to create the class.
5. A pop-up page will pop up on your homepage.

**NOTE:**

Please distribute your Class ID and Enrolment Key to your students so that they can enrol in your class and submit their papers.

GETTING STARTED (FOR INSTRUCTORS ONLY)

1. Setting Up New Account (one-time only)	3. Create Assignment
2. Create Class	4. Submit Paper

3 CREATE ASSIGNMENT

1. Click on the **Class Name** on the homepage.

2. Click **Add Assignment** button.

3. Create a title for the assignment.

4. Set the assignment start and due dates and times using the calendar and time pull down menus.

5. To view the advanced assignment options, click **Optional Settings**

6. Click **Submit** to create the assignment.

4 SUBMIT PAPER

SUBMIT PAPER – STUDENT

1. Students to submit their papers in their class assignment portfolio once enrolled in your class.

2. Instructor can view the student's submissions by clicking the class name. Then, click **View** to open the assignment inbox.

SUBMIT PAPER – INSTRUCTOR

1. If you want to submit your personal papers, click **View** to open the assignment inbox.
2. Click **Submit File** button to submit your papers.

3. Select **"single file upload"** from the **"submit"** pull down menu.
4. Choose the file you want to upload to Turnitin; you can upload a file from your computer, Dropbox, or Google Drive.

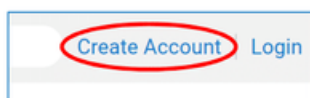
5. Review the file and click **Confirm** to finalize your submission.

GETTING STARTED (FOR STUDENTS)

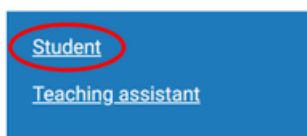
1. Create User Profile/Registration (one-time only)	3. Submit Paper
2. Enroll in Additional Classes	4. Viewing Originality Reports

1 CREATE USER PROFILE (ONE-TIME ONLY)

1. Click **Create Account** link in the upper right corner of the Turnitin homepage (www.turnitin.com).



2. Click on the **student** link from the *Create a New Account* screen.



3. Enter your **Class ID** and **Class Enrolment Key** in the appropriate fields.

Class ID

Class enrollment key

4. Enter your **First Name**, **Last Name**, **Email Address** and **Confirm Email Address** you would like to associated with your Turnitin account (this email will be your username).
5. Enter (and re-enter) the **Password** you would like to use as your Turnitin login password.
6. Select a **Secret Question** using the secret question pull down menu, enter the **Question Answer**.
7. Review the Turnitin user agreement and click **I Agree – Create Profile** and finalize user profile creation.



2 ENROLL IN ADDITIONAL CLASSES

1. Login to your Turnitin account.

Login to Turnitin

Email address

Password (Login to Turnitin)

2. Click on the **enrol in a class** tab on your student homepage.

All Classes

Enroll in a Class

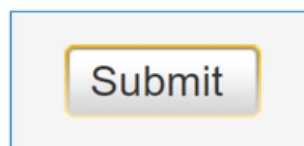
NOW VIEWING: HOME

3. Enter the **Class/section ID** and **Enrolment Key**.

Class/section ID: *

Enrollment key: *

4. Click **Submit** to enrol in the class.



GETTING STARTED (FOR STUDENTS)

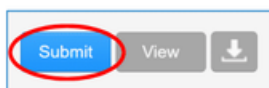
1. Create User Profile/Registration (one-time only)	3. Submit Paper
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3 SUBMIT PAPER

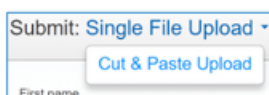
1. Click on the **Class Name**.



2. Click on **Submit** button to the right of the assignment name.

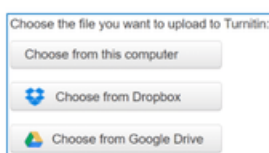


3. Select the submission method from the "submit" pull down menu.

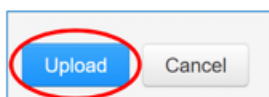


4. Enter the paper title for the submission in the appropriate field.

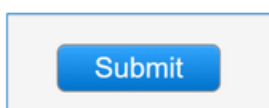
5. Choose the file you want to upload to Turnitin; you can upload a file from your **Computer**, **Dropbox**, or **Google Drive**.



6. Find the file and click **Upload**.



7. Review the file and click **Submit** to finalize your submission.

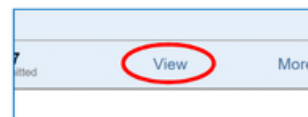


4 VIEWING ORIGINALITY REPORTS

1. Click on the **Class Name**.



2. Click on the **View** link to the right of the assignment name.



3. Click on the colour icon under the similarity, and the report will appear in a pop-up window.

